

Using the Control Panel

The Control Panel is a special folder in Windows XP that contains all the special configuration options for your computer. It allows you to personalize your computer to fit your needs.

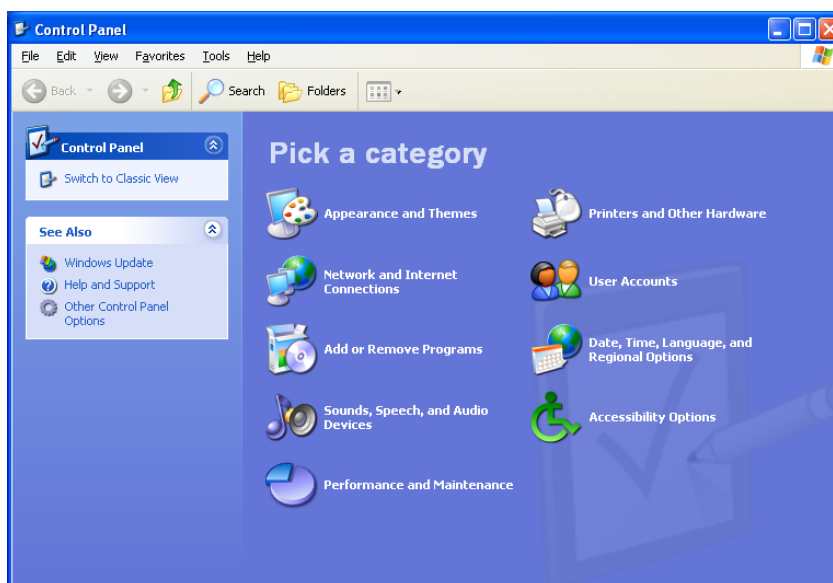
To open the Control Panel:

2. Move the mouse pointer to **Control Panel**




1. Click on the **Start** Menu




The Control Panel window will now open on your screen:



What do all these icons do?

	Appearance and Themes	Special "looks" that you can choose for your computer--the underwater theme adds fish to your desktop and makes your computer sound like an aquarium. You can change the computer's background, color scheme, resolution, and screen saver with this useful option. You can also add new fonts (a font is text style) to your computer.
	Network and Internet Connections	Allows you to adjust Modem settings. Helps you with instant messaging options, setting up a home network, and provides a firewall to protect your privacy.
	Add or Remove Programs	Helps you install new software and uninstall programs you don't want anymore.
	Sounds, Speech and Audio Devices	Changes what sounds your computer makes when different events occur. You can record your own sounds, as well as set up and adjust the sound from CDs, MP3s or games that use sound.
	Performance and Maintenance	Tools and programs that can help keep your computer safe, handle routine maintenance tasks and restore your system, if needed. You can also control power options to save energy.
	Printers and Other Hardware	Helps you install a printer, perform basic printer tasks and fix printer problems. You can add or change settings for your mouse, keyboard, game controllers, phone, modem, fax and scanners. For example, you can adjust your mouse to be more sensitive to your clicking rate or to be oriented for a left-hander.
	User Accounts	Helps you set up accounts with pictures and passwords for everyone who uses your computer. This way you can have different personal settings for different users at one computer.
	Date, Time, Language and Regional Options	In this area you can make changes to your computer's time, date, and time zone. You can also adjust your keyboard here for different language settings, and you can change how numbers, currencies and dates are displayed.
	Accessibility Options	Allows you to adjust the text and color combinations for your screen and adjusts the computer settings to make it easier for people to use with special physical needs.

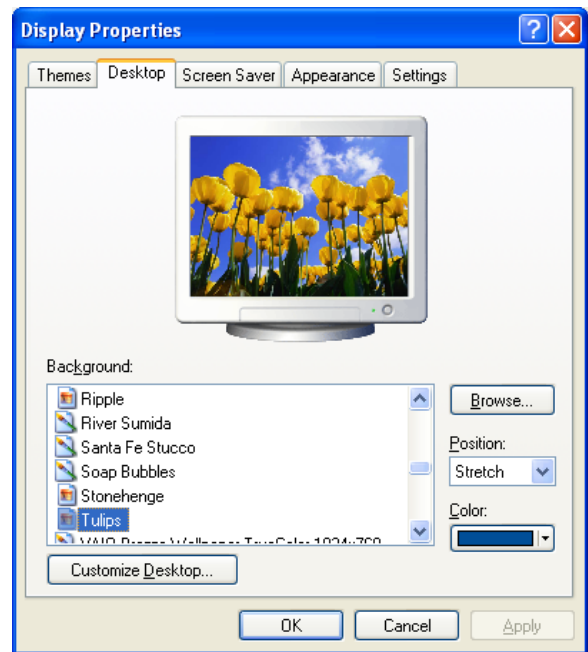
Options with the bell symbol  next to them are either used very infrequently or should be used very carefully, as they could affect the smooth functioning of your computer system.

Changing the Display Options

There are 2 ways to access the **Display Properties** to change how your **Desktop** looks.

Option 1:

1. Open the **Control Panel**
(Reminder: To get to the **Control Panel**, click on **Start**, and then click on **Control Panel**)
2. Click on **Appearance and Themes**
3. Select the **Display** icon.
4. The **Display Properties** dialog box will now appear on your desktop.



Option 2:

1. Right-click the mouse pointer somewhere in the "empty" space on your desktop
2. A pop-up menu will appear. Click on the option **Properties**.



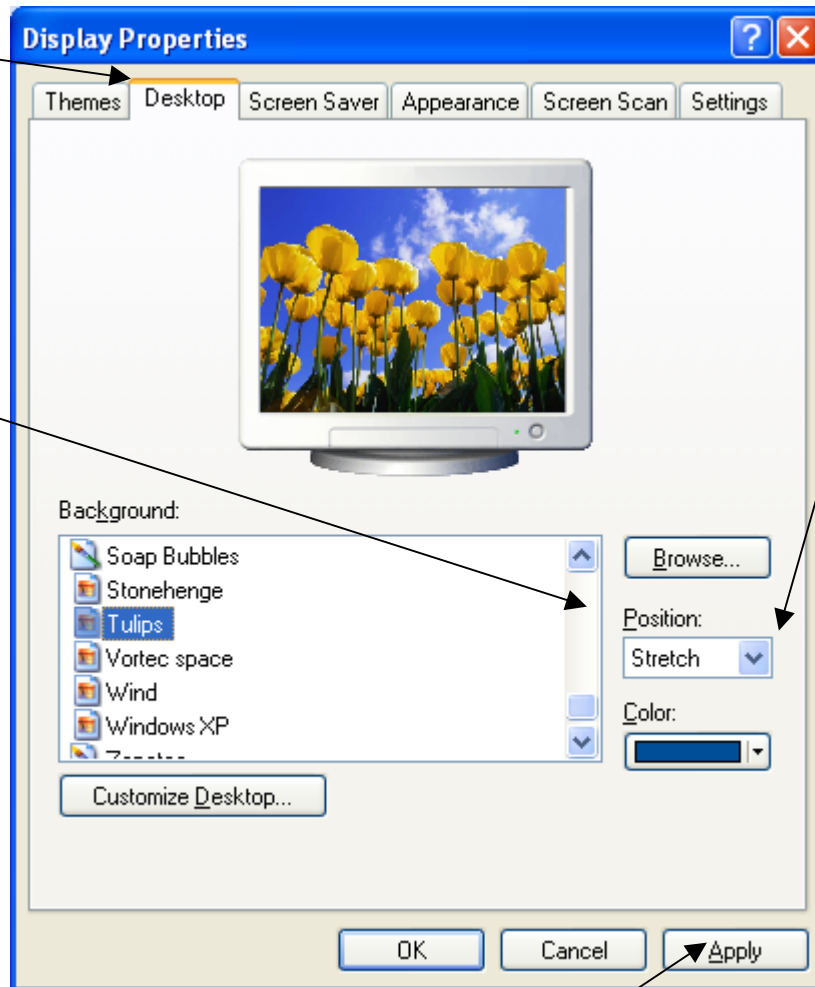
To change the Background on your Desktop:

There is a collection of special graphics in Windows XP that can be spread across the background of your computer screen.

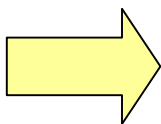
1. Click on the **Desktop** tab.

2. Scroll through the list to find a **Background** option that you like. When you select an option, a preview appears in the mini-monitor.

3. Click here to **Tile** (repeat), **Stretch**, or **Center** the wallpaper across your desktop.



4. After you find the option you want, click on **Apply**.

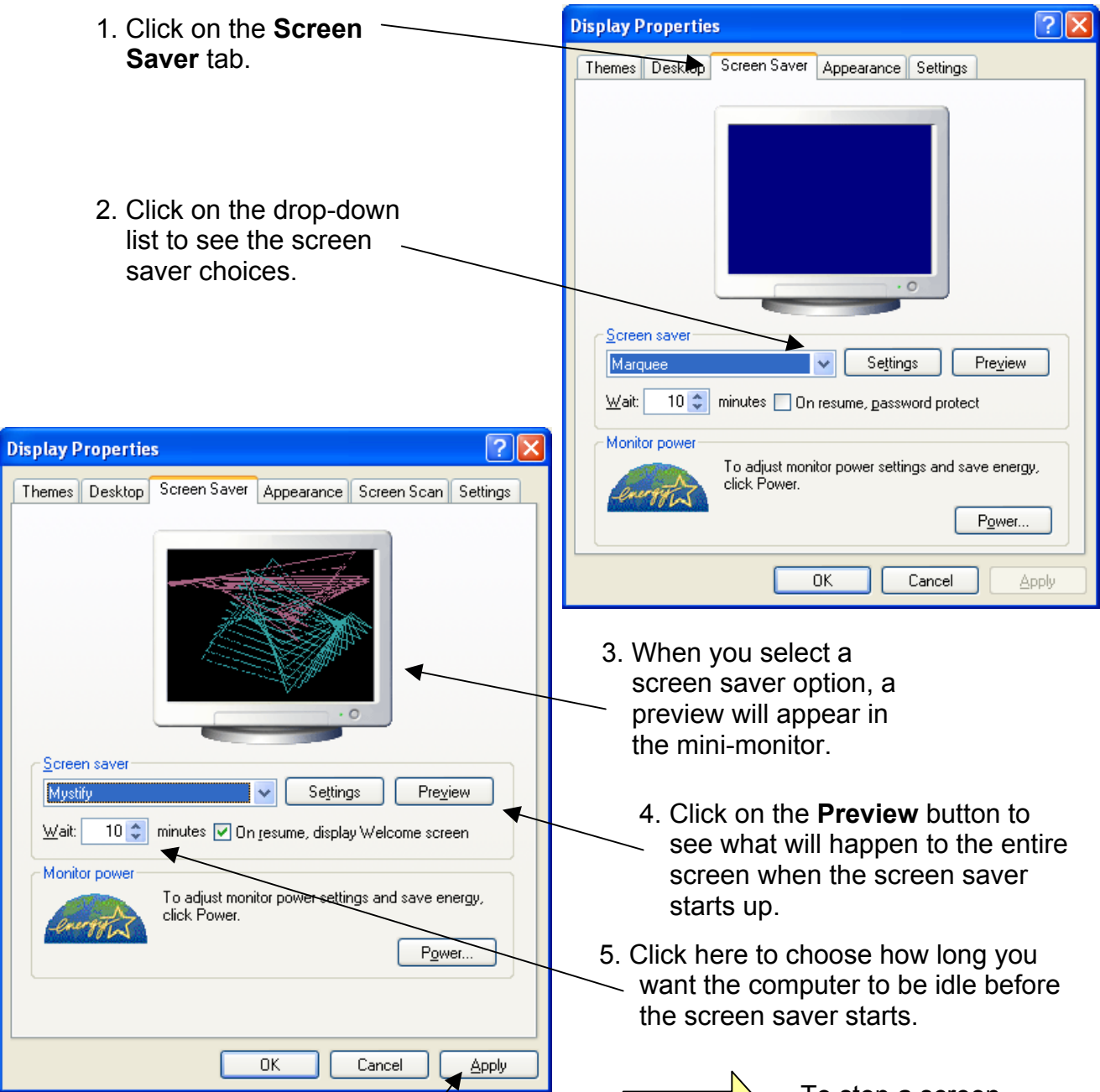


If you just want a solid color as your desktop background, select the **None** option at the top of the background menu.

To change the Screen Saver in Windows 98

In the past, leaving a computer on for long periods of time risked permanently damaging the monitor because the images displayed on the monitor could burn themselves onto the monitor's screen. Screen Savers were invented to protect monitors from this problem. Whenever a computer hasn't been used for a while, the screen saver either turns the screen all black or fills the screen with moving images. Today, monitors don't have this problem, but people like to use screen savers as a way to express themselves and because they are fun.

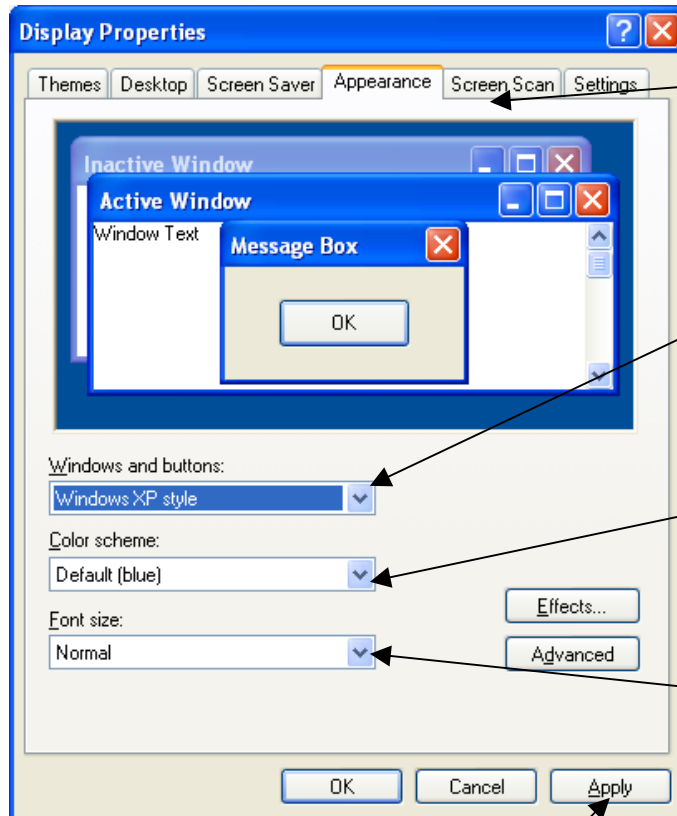
1. Click on the **Screen Saver** tab.
2. Click on the drop-down list to see the screen saver choices.
3. When you select a screen saver option, a preview will appear in the mini-monitor.
4. Click on the **Preview** button to see what will happen to the entire screen when the screen saver starts up.
5. Click here to choose how long you want the computer to be idle before the screen saver starts.
6. Click **Apply** to save the new settings.



HINT: To stop a screen saver, just shake the mouse.

To make other changes to your screen's appearance:

You can change the background color of your desktop and many other window items through the Appearance tab.



1. Click on the **Appearance** tab.

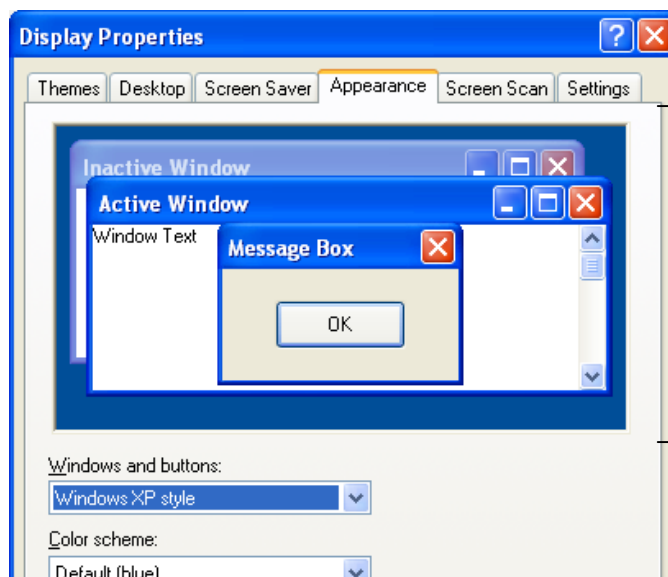
2. Click here to set the Windows XP or Windows Classic window and button style

3. Click here to select a color scheme for your computer - **schemes** are built-in color designs that affect your desktop color, windows and icons.

4. Click here to change the font size from normal to large or extra large

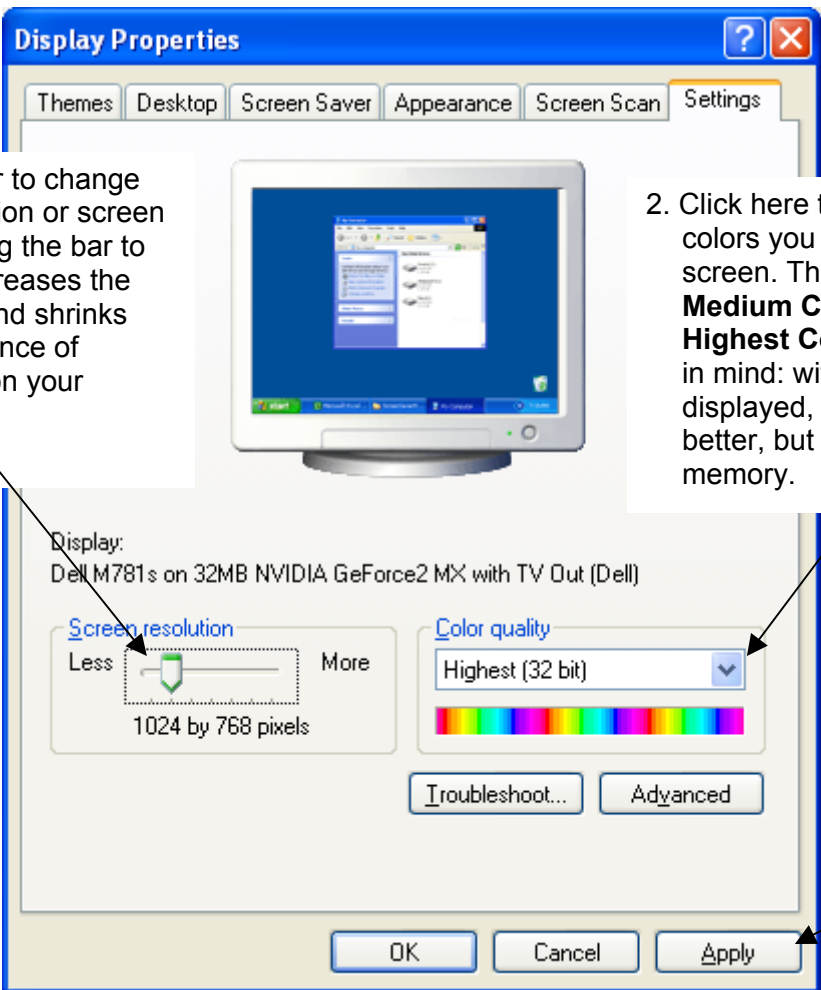
6. Click **Apply** to save the changes.

5. A preview appears in the mini-desktop area to show what the new scheme will look like.



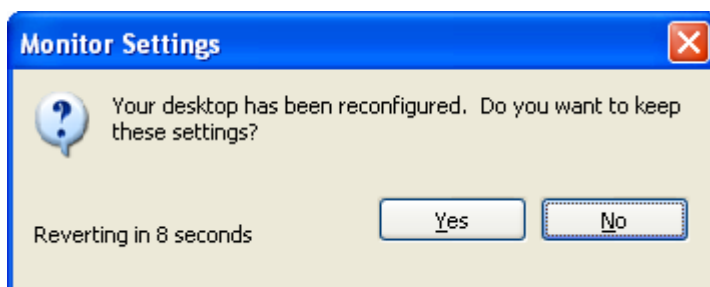
To change the resolution in Windows XP:

Your monitor and video card can display different numbers of color on-screen and can display different resolutions. The higher the resolution, the more information you can pack onto your screen at once and the smaller everything will appear on screen. Different programs (especially children's software) require different color modes and resolutions, so it's important to know how to change these.



The screenshot shows the 'Display Properties' dialog box with the 'Settings' tab selected. The 'Screen resolution' slider is set to 1024 by 768 pixels. The 'Color quality' dropdown is set to 'Highest (32 bit)'. The 'Apply' button is highlighted.

1. Click on the **Settings** tab.
2. Click here to select how many colors you want to display on-screen. The two choices are **Medium Color (16 bit)** or **Highest Color (32 bit)**. Keep in mind: with more colors displayed, your screen will look better, but it uses more memory.
3. Slide the bar to change your resolution or screen area. Sliding the bar to the right increases the resolution and shrinks the appearance of everything on your screen.
4. Click on **Apply** to save your changes.

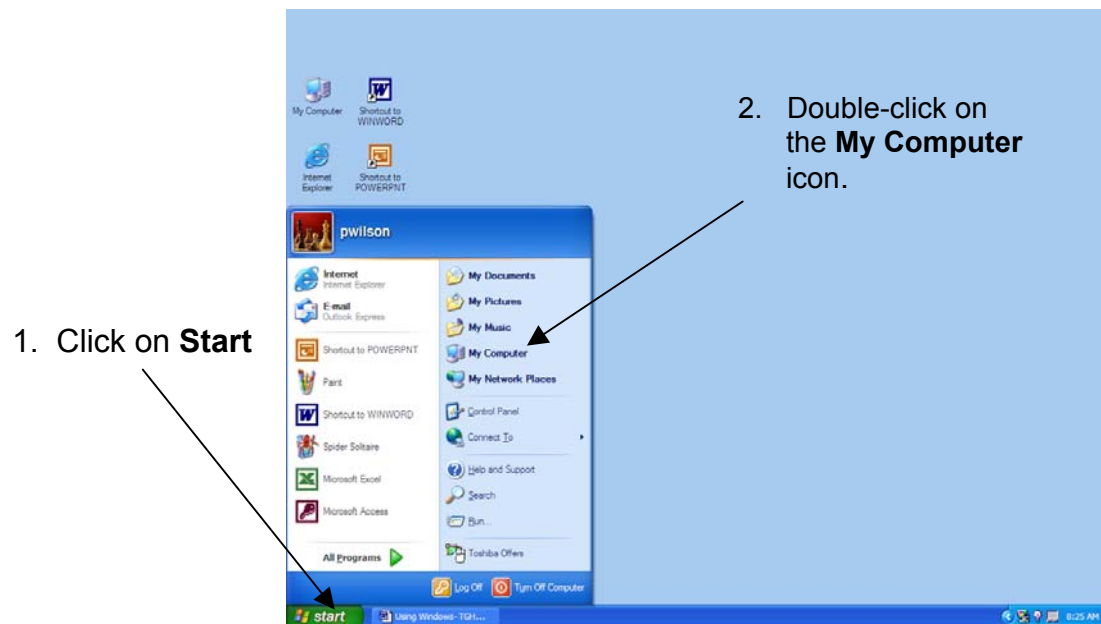


The screen will go blank while it is being reconfigured. This box appears to see if you want to accept the changes. It will automatically change back to the previous setting if you do not press yes.

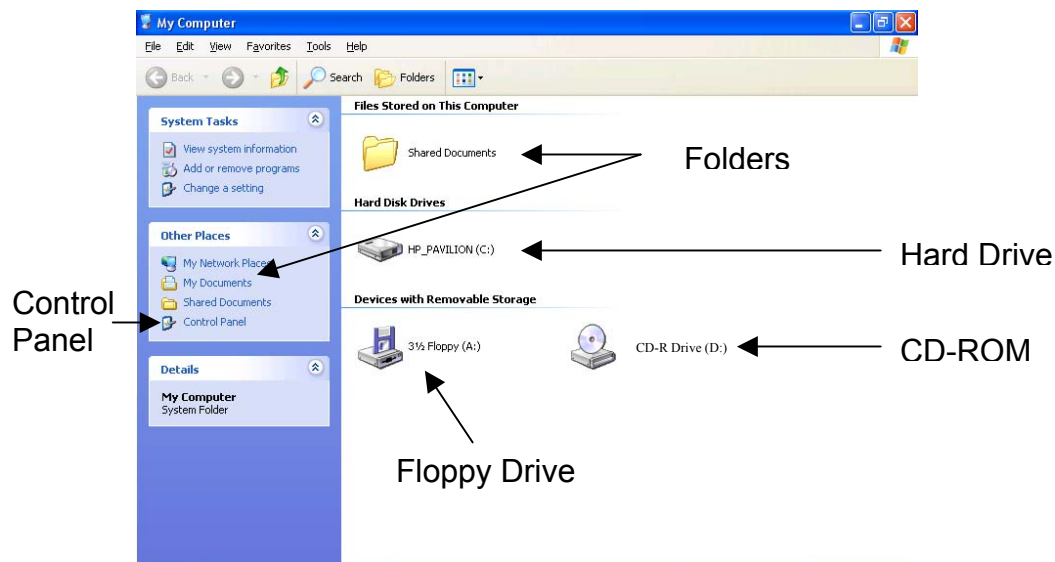
Using My Computer

My Computer is a quick and easy way to get access to the folders and files stored in your computer system. It allows you to choose a particular storage location or drive and view the folders and/or files stored in that drive.

To open **My Computer**:



2. The **My Computer** window opens. Double-click on an object's icon to see the contents of that object.

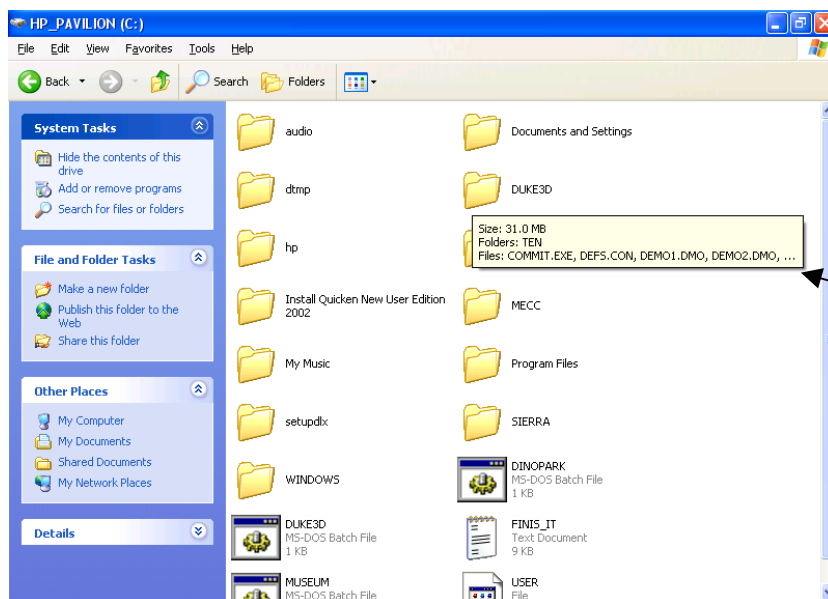
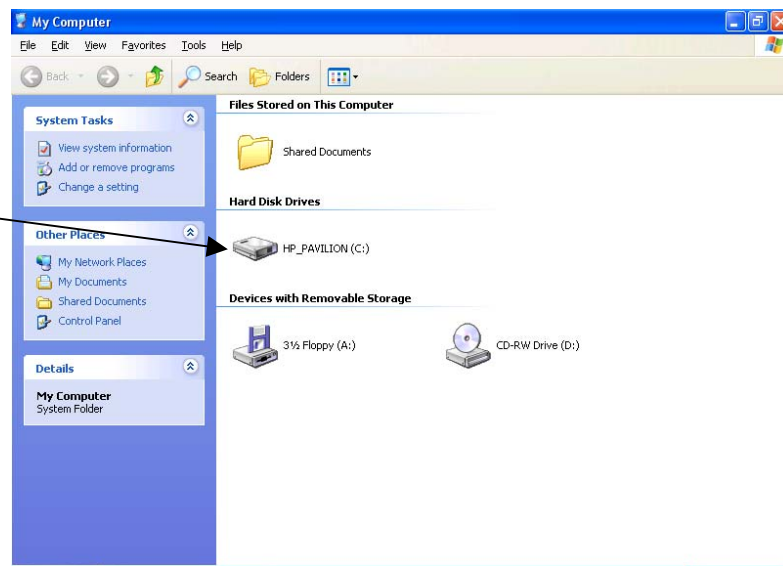


To view the contents of a storage drive:

To see what is stored on one of the computer's drives, double-click on the icon representing that drive. A new window will open displaying all the folders and files stored on the selected drive.

For example, to view the contents of your machine's hard drive:

1. Double-click on the icon for the hard drive (or C: drive).



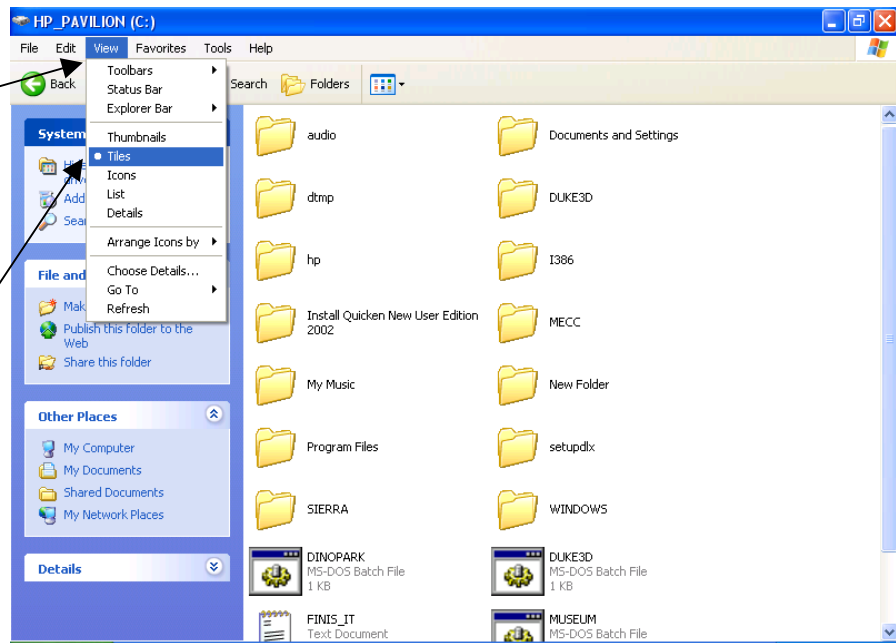
2. A new window opens displaying the contents of your hard drive. Each folder contains more folders and files.
3. A Pop-Up window lists how many objects are in the open window.

The objects in the **My Computer** window can be viewed five different ways:

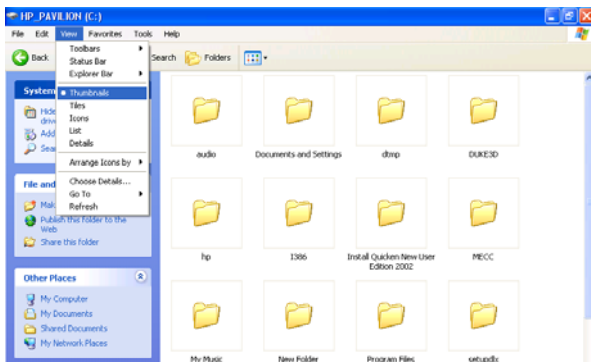
1. **Thumbnails**: objects are displayed in boxes
2. **Tiles**: objects are displayed with large icons
3. **Icons**: objects are displayed with small icons in order from left to right
4. **List**: objects are displayed in a list in order from top to bottom
5. **Details**: objects are displayed with details about each item

Step 1: To change how the objects in the window are displayed, click on the **View** menu.

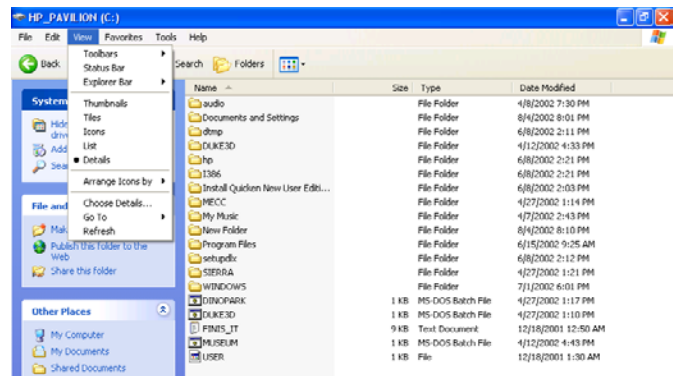
Step 2: Select the option you want from the menu that appears. The **Tiles** option is the current option--a **circle** identifies the current option.



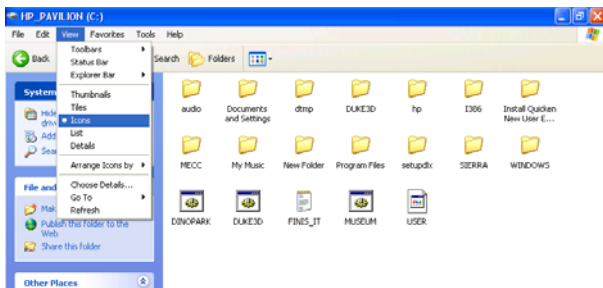
Thumbnail View



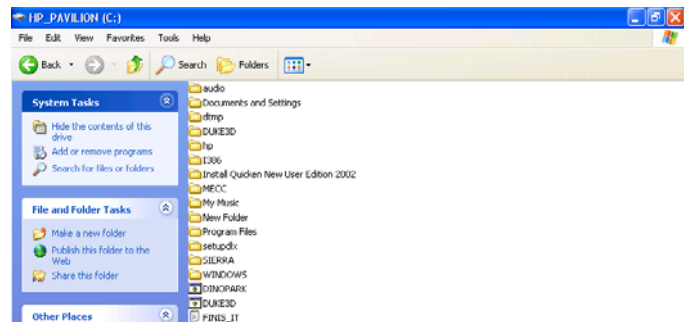
Details View



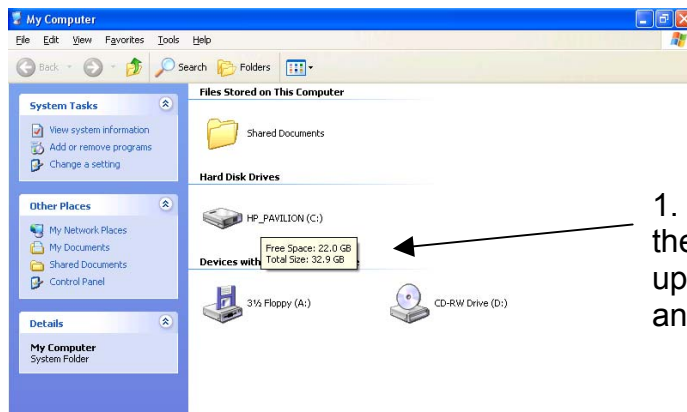
Icons View



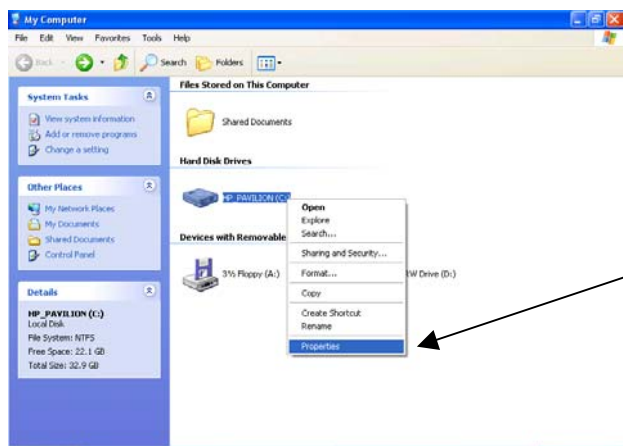
List View



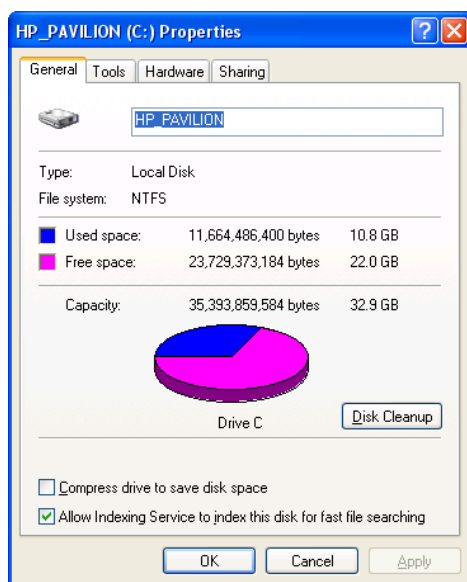
To view the amount of space available on a drive:



1. Place the mouse over the icon. A window pops up showing the total space and the space used.



2. Right-click on the icon for the drive. To see the available storage space on your hard drive, right-click on the C: drive. A pop-up menu appears. Select **Properties** from the menu.



3. A new window opens showing the amount of used disk space and available or free disk space.

This hard drive has:

10.8 Gigabytes of used space

22.0 Gigabytes of free space

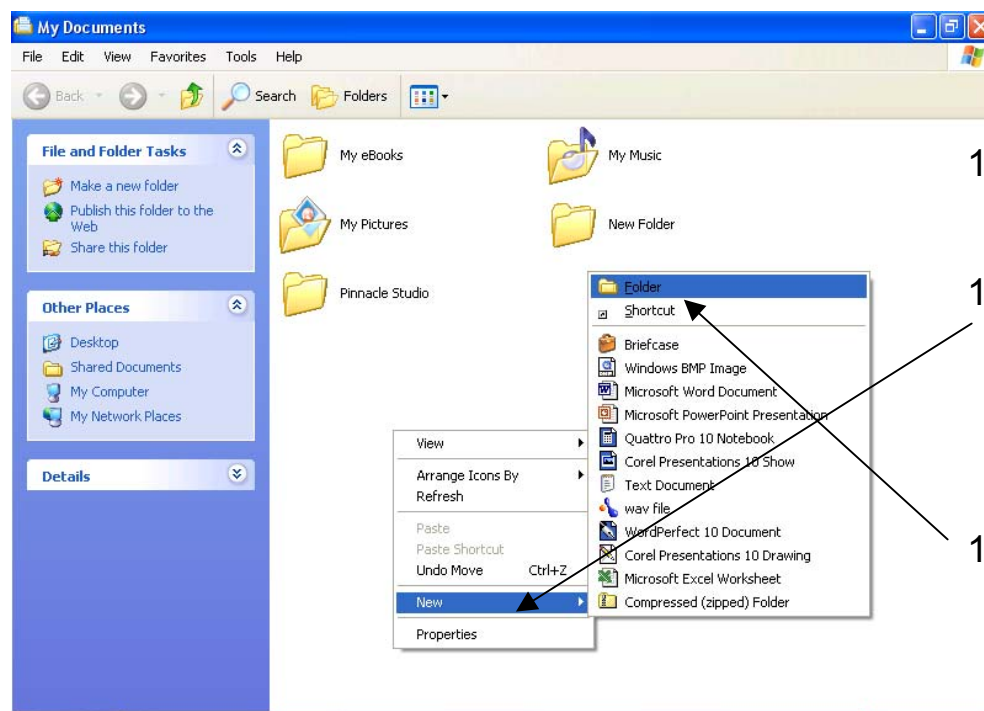
32.9 Gigabytes total capacity

Creating Folders

Windows XP uses Folders to organize how information or data is stored on disks (hard disks, floppy disks, CD-ROMs, or DVD-ROMs). Folders can hold files, other folders, and/or objects (such as printers).

Folders are easy to create and are a great way to organize files that you create on your computer.

To create a new folder:



1. Right-click in the window.

1. Move your mouse pointer to **New** in the menu that appears.

1. Select **Folder** in the second menu that appears.



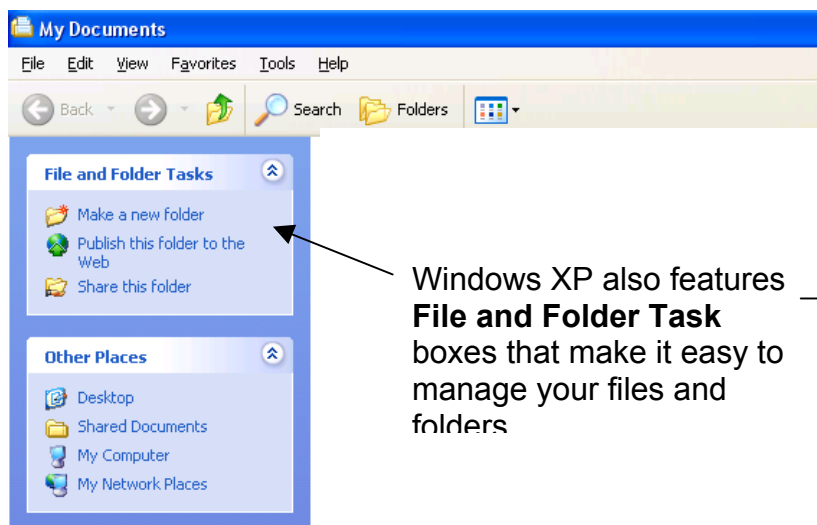
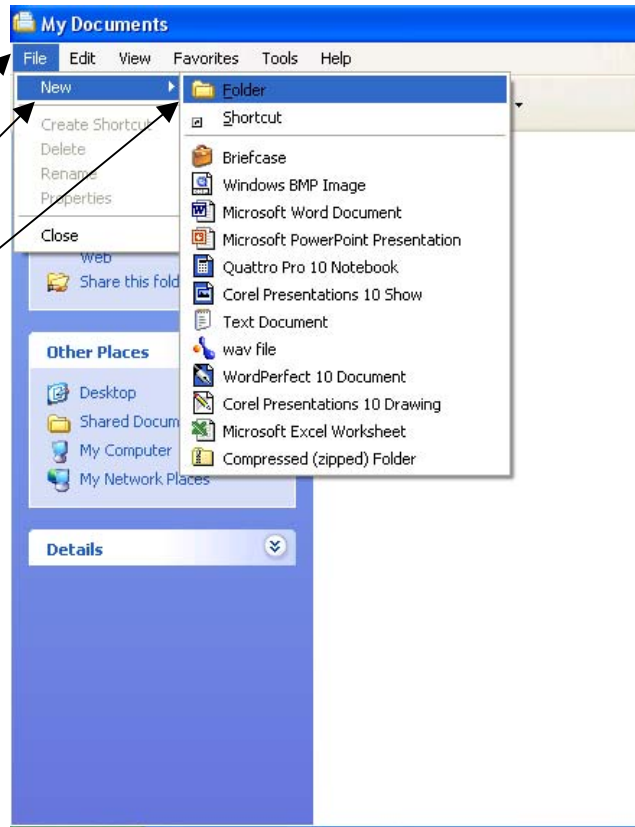
4. A new folder will appear in the window where you initially clicked. The default title for your new folder will be **New Folder**.



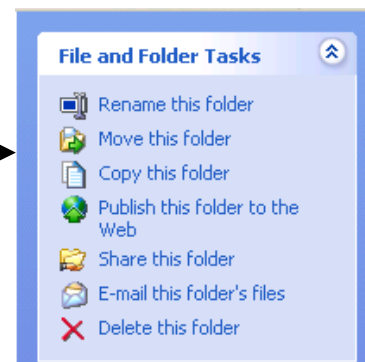
You should rename it to something more meaningful by clicking in the space under the folder icon where the text appears. As soon as you see the cursor blinking in the line, you may begin to type in a new name for the folder. You can rename a folder by right-clicking the mouse on the folder icon and choosing **Rename**.

Other ways to create new folders:

1. Click on the **File** menu located in either a disk drive window's menu bar or another folder's menu bar.
2. Again, point to **New** in the menu that opens.
3. Select **Folder** from the pop-up menu.
4. A new folder will appear within the space of the open window and you may rename it as described above.



Windows XP also features **File and Folder Task** boxes that make it easy to manage your files and folders



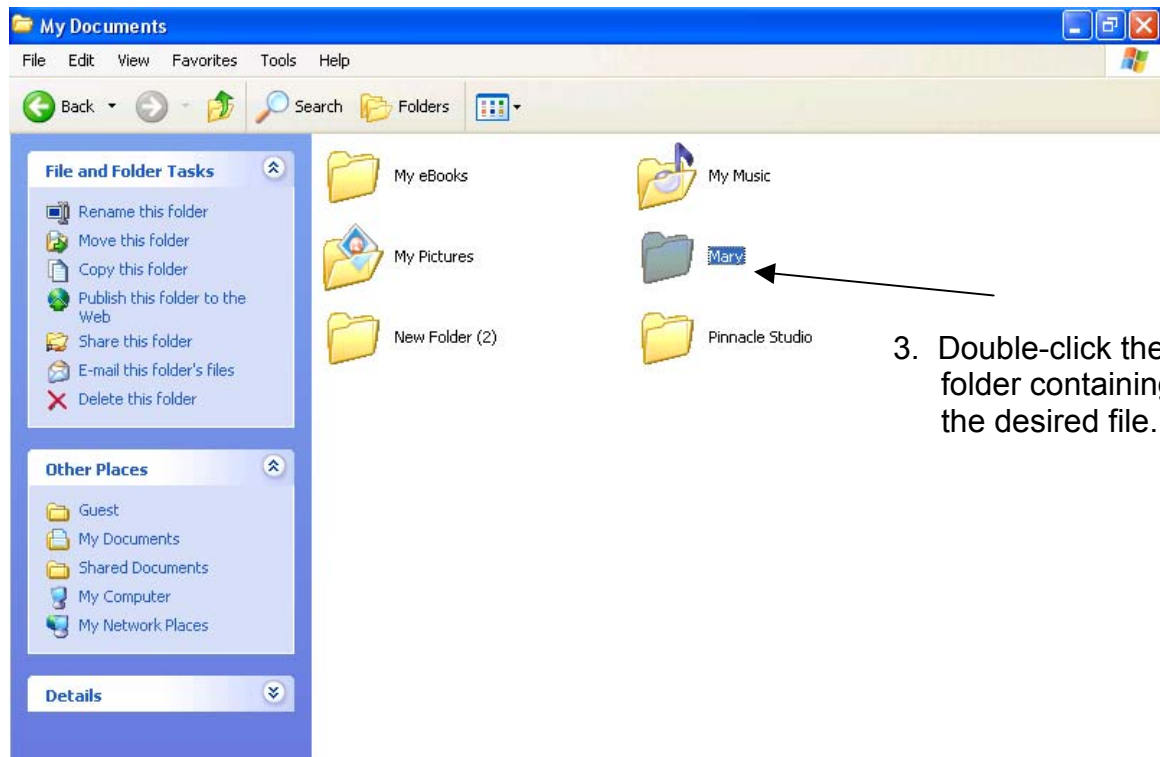
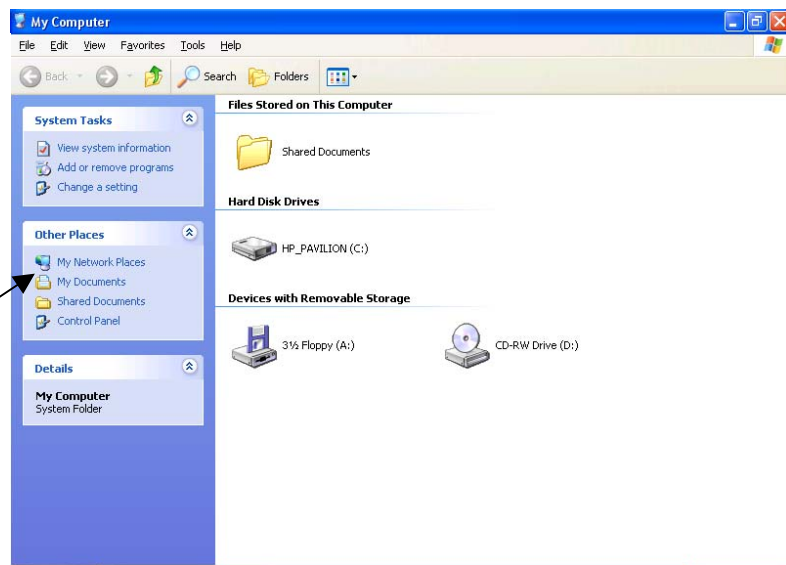
Deleting Files and Folders

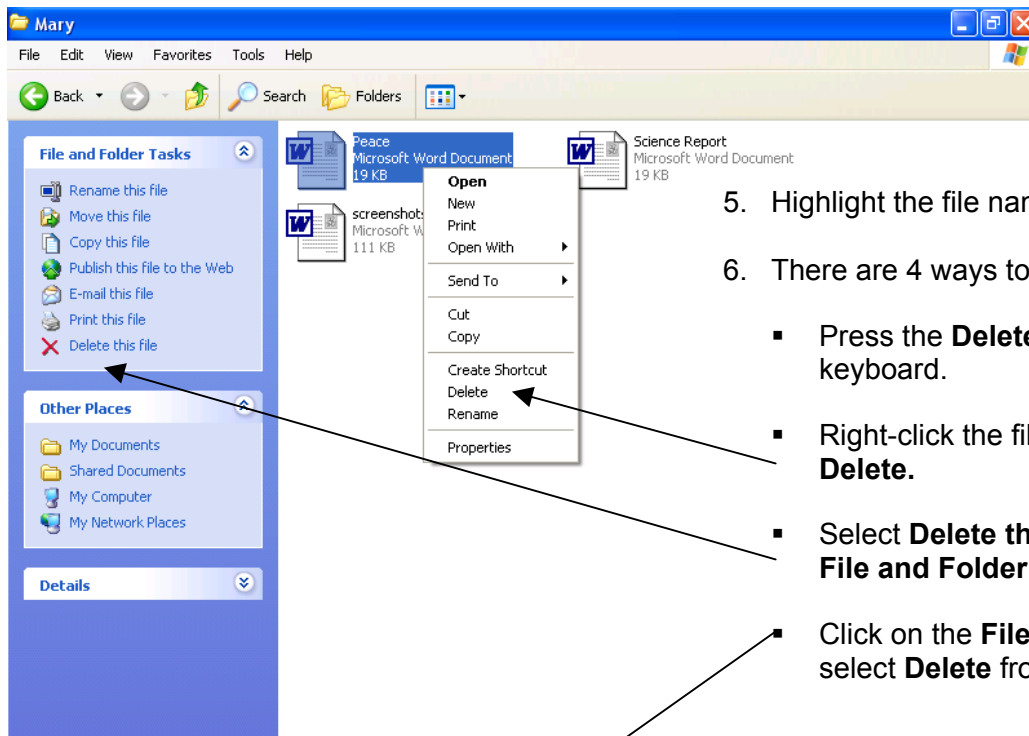
There are several quick and easy ways to delete files or folders from a hard drive or a floppy disk.

To delete a file from the hard drive:

1. Go to **My Computer**.
(Remember to click on **Start**. Double click on **My Computer**.)

2. Double-click on **My Documents**

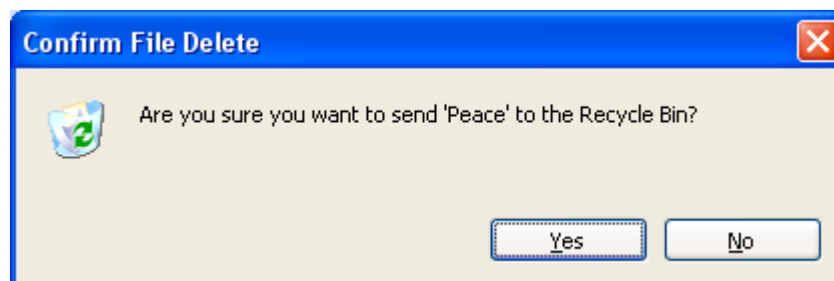
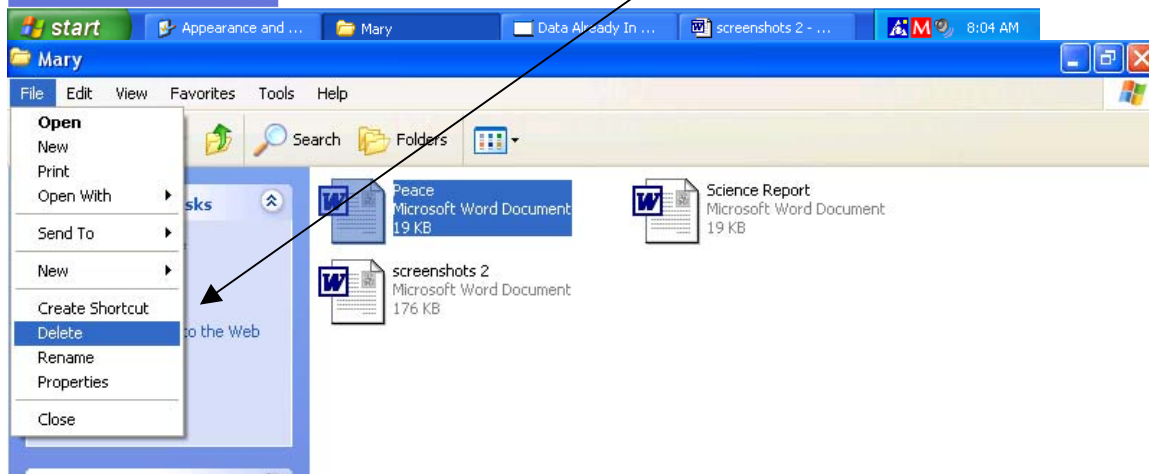




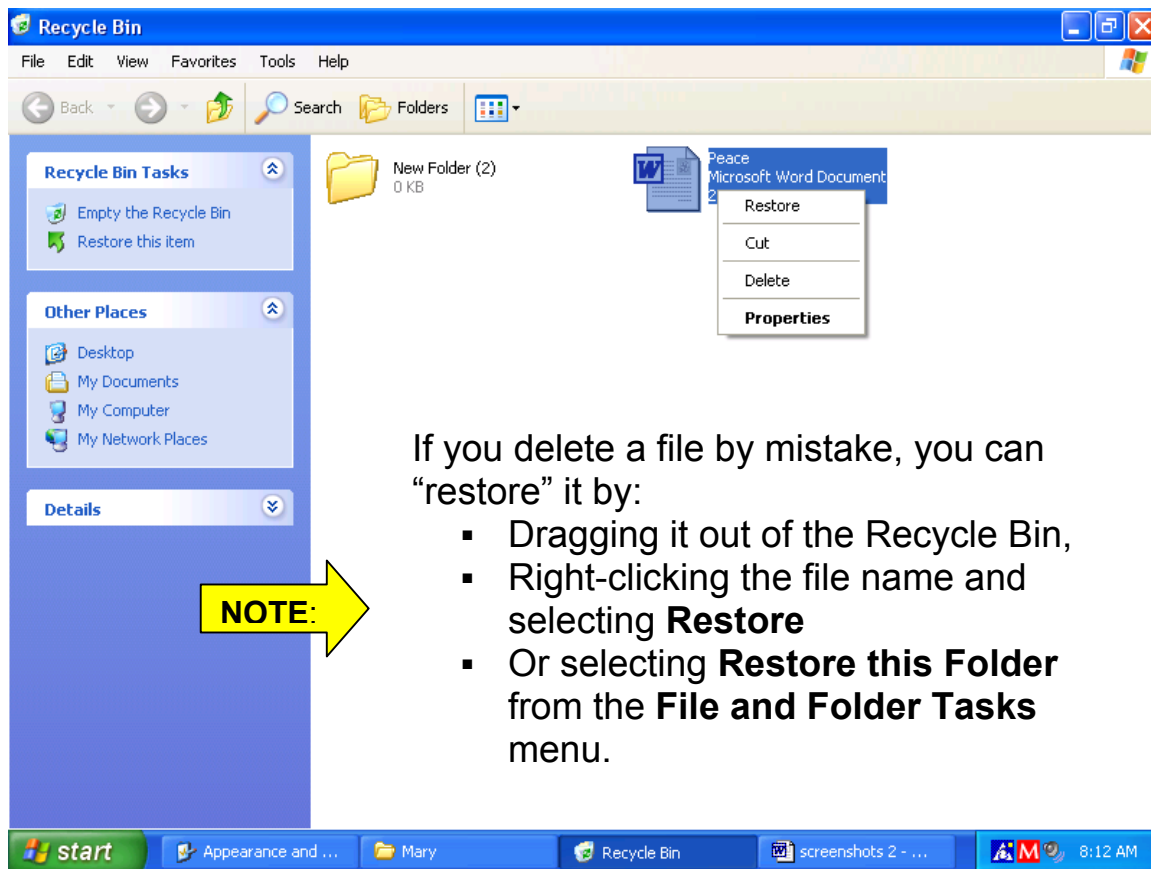
5. Highlight the file name.

6. There are 4 ways to delete files.

- Press the **Delete** key on your keyboard.
- Right-click the file and select **Delete**.
- Select **Delete this File** from the **File and Folder Tasks** Menu.
- Click on the **File** menu bar and select **Delete** from the menu.

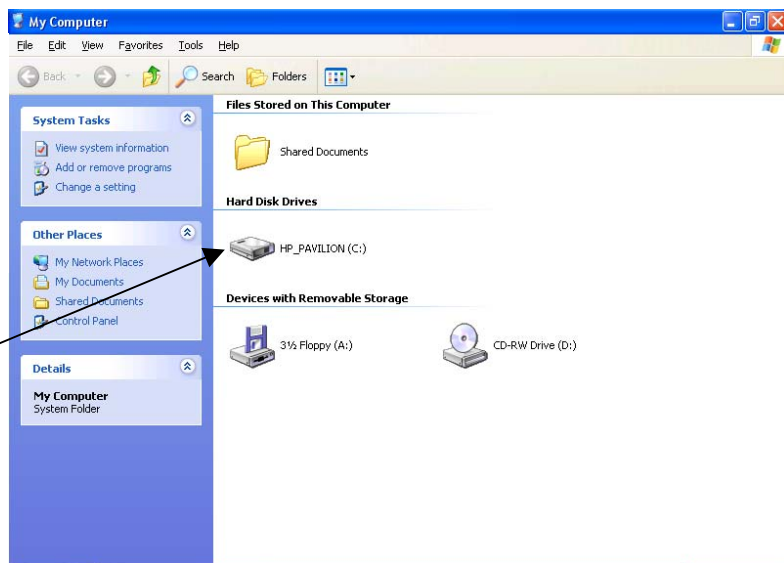


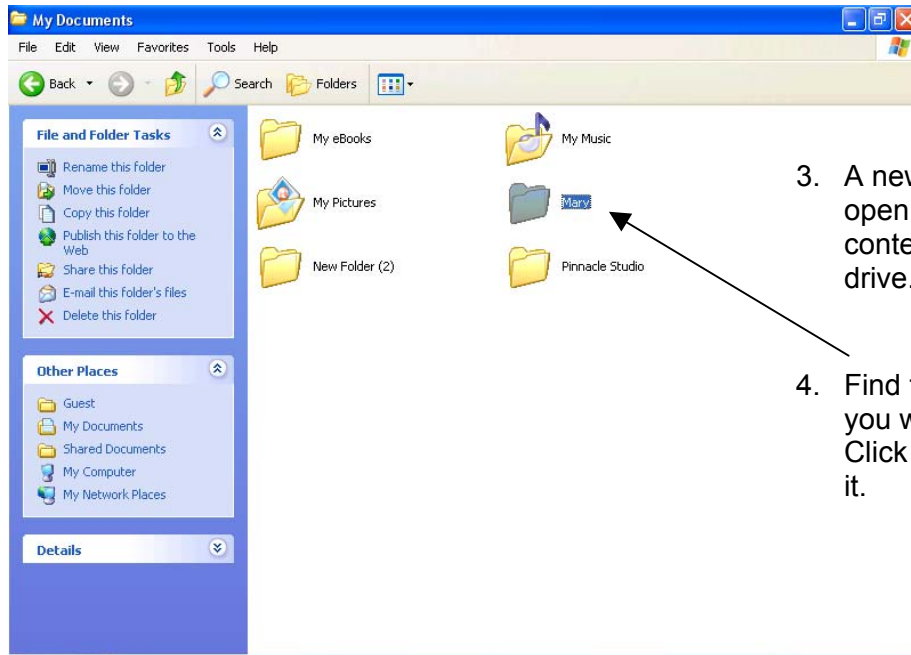
6. The following message will appear on your screen. Click on **Yes**. Your file will be deleted and sent to the Recycle Bin.



To delete a folder from the hard drive:

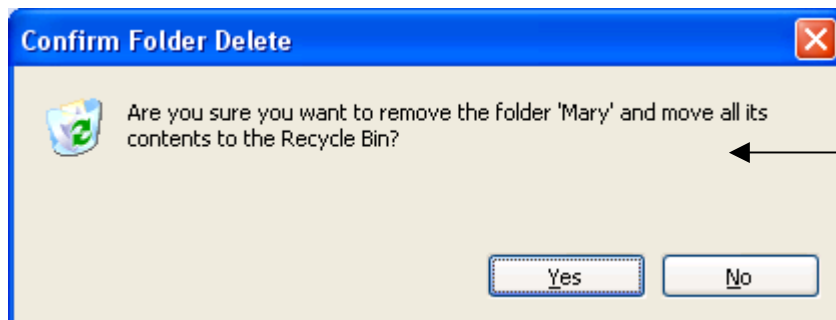
1. Go to **My Computer**.
(Remember to click on **Start**. Double click on **My Computer**.)
2. Double-click on the icon for the hard drive (or **C:** drive).





3. A new window will open displaying the contents of your hard drive.

4. Find the folder that you want to delete. Click once to select it.



6. The following message will appear on your screen. Click on **Yes**. Your folder will be deleted and sent to the **Recycle Bin**.



When you delete a folder from your hard drive, the folder and all of the files in it go into the Recycle Bin. You can “restore” it by dragging it out of the Recycle Bin or selecting **Restore this Folder** from the **File and Folder Tasks** menu.

To empty the Recycle Bin:

1. Double-click on the **Recycle Bin** icon on the desktop.

2. The **Recycle Bin** window opens.

3. You can choose 1 of 3 options:

- Click on **File** in the **Menu** bar and select **Empty Recycle Bin**
- Click on **Empty Recycle Bin** in the **Recycle Bin Tasks** menu.
- Right-click in the window and scroll down to **Empty Recycle Bin**

4. A box appears. Click on **Yes** to delete all the files in the **Recycle Bin**.

Confirm Multiple File Delete

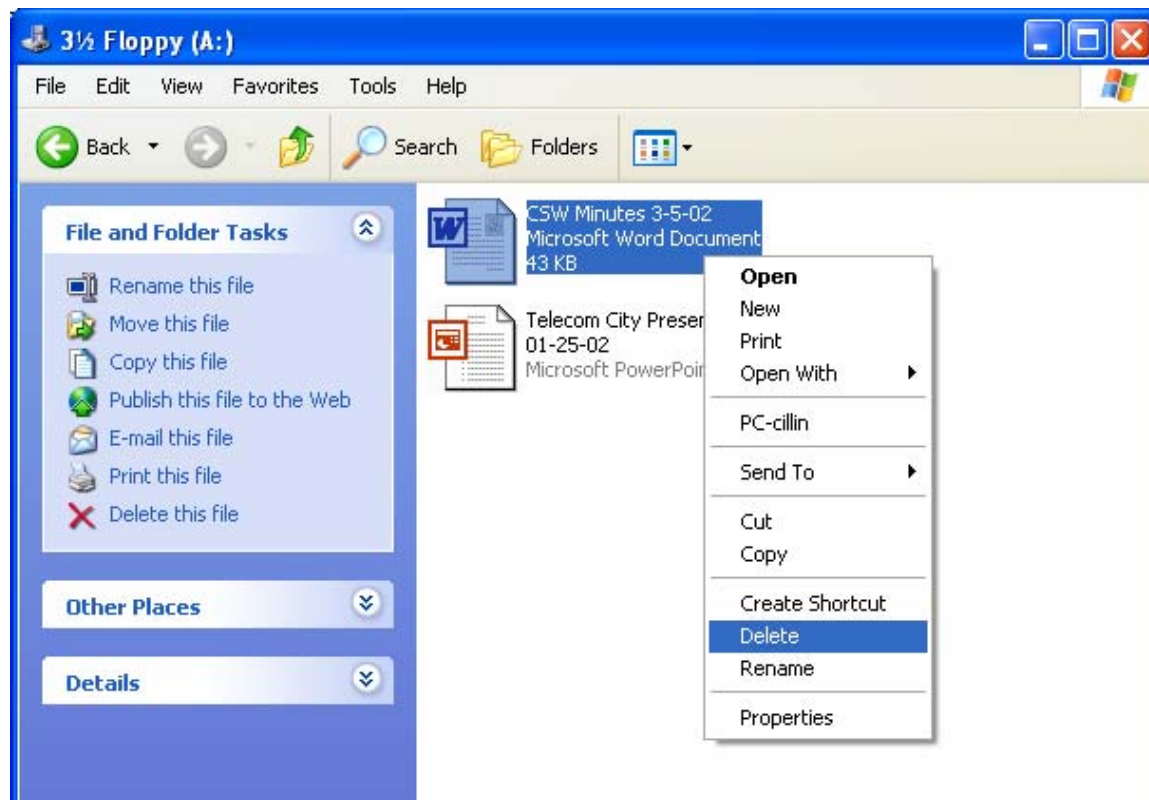
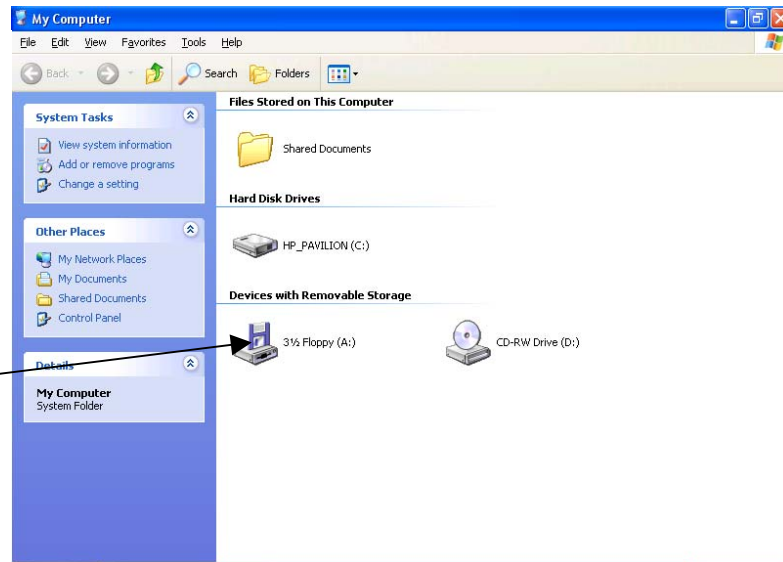
Are you sure you want to delete these 5 items?

Yes **No**

To delete items from a floppy disk:

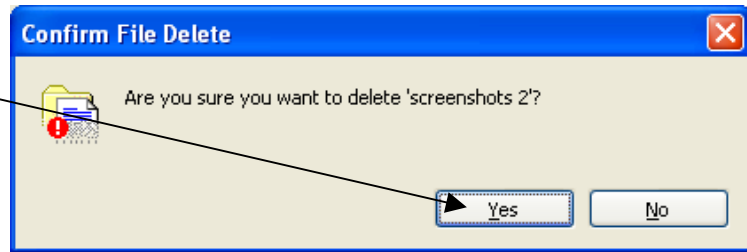
1. Go to **My Computer**.
(Remember to click on **Start**. Double click on **My Computer**.)

2. Double-click on the **Floppy Disk** icon.



3. Highlight the file name.
3. Remember the 4 ways to delete your file:
 - Press the **Delete** key on your keyboard.
 - Right-click the file and select **Delete**.
 - Select **Delete this File** from the **File and Folder Tasks** Menu.
 - Click on the **File** menu bar and select **Delete** from the menu.

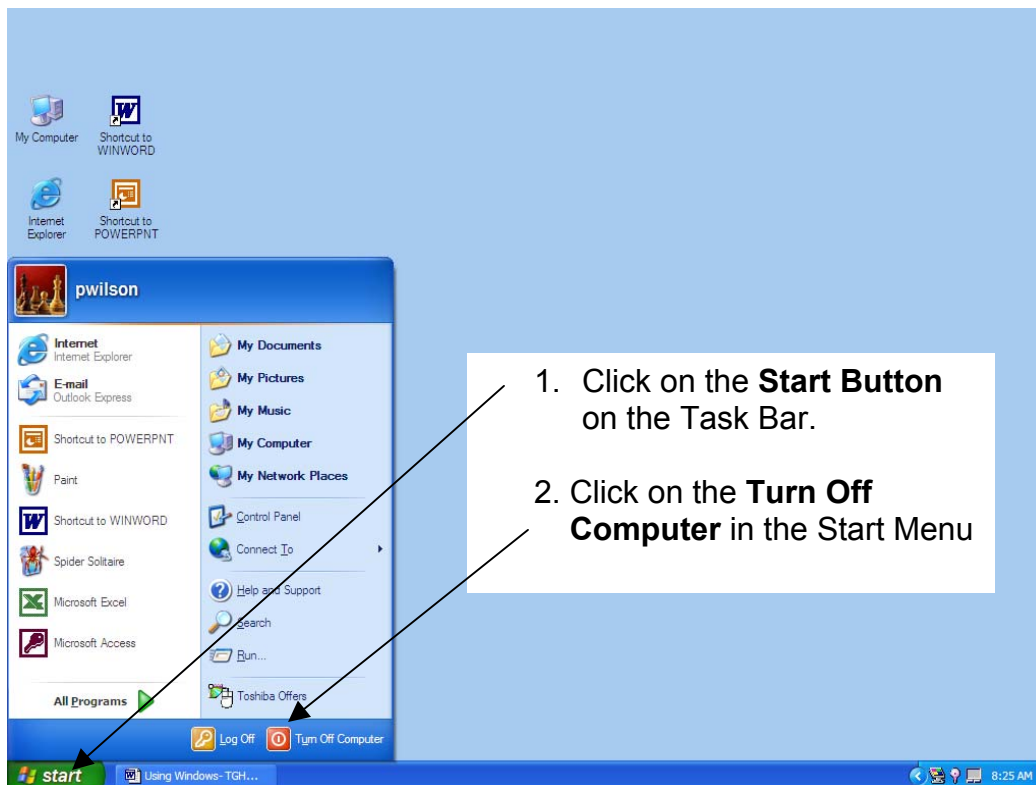
6. The following message will appear on your screen. Click on **Yes**. Your file will be deleted.



When you delete a file from your floppy disk, it does not go into the Recycle Bin. It is deleted!

Shutting Down the Computer

In order to turn off your computer safely, you must follow these steps:



1. The following box will appear on your screen. Make sure the option **Turn Off** is selected.

Your computer will do one of two things:

- OR
1. it will either power itself off so that you **do not** need to turn off the power button.
 2. it will give you a message ***"It is now safe to turn off computer."*** When you see this message, you can turn off your computer.

